



Procedures for Ordering IT Goods and Services by Non-exempt Institutions of Higher Education

Effective July 1, 2006

General Instructions

1. For Non-Exempt Institutions of Higher Education, VITA retains its statutorily mandated authority for IT procurements exceeding the agency's delegated procurement limit (currently \$50,000). In order to facilitate the review process for non-delegated IT procurements, process changes will occur for all IT orders, regardless of transaction amount effective July 1, 2006.
2. IT goods and services as related to these instructions are defined by the list provided at the following site:

<http://www.vita.virginia.gov/>

Click "Supply Chain Management"

Click "How to Buy"

Click "VITA's IT Goods and Services List (Infrastructure/Non-infrastructure)"

3. Changes that will occur include:
 - A new list of PO Category codes will be added to your agencies eVA Field data by DGS.
 - These codes will be accessed under the PO Category tab at the eVA Requisition Header (See Below).
 - All IT purchase requests, without regard to dollar value, must contain a V Code in the PO Category field to ensure appropriate approvals. **The entry of the V Code will only route the request to VITA if the request is greater than the agency delegated procurement authority (\$50,000).**
 - The V PO Category must be entered for all IT items on the list identified in Section 2 above, not just the in scope items.
 - Procurements requiring CIO approval should have the appropriate documents attached to the requisition (e.g., APR, sole source, use of cooperative contract).

The screenshot shows the eVA Requisition form in a web browser. The form is titled "PR1429310: A731STCC Infrastructure Order Test" and "Items: 0 Total: \$0.00000USD". The "Add Title" step is selected, and the form contains the following fields:

- Title: A731STCC Infrastructure Order Test
- On Behalf Of: GillBuyer, Sandra
- Agency Code: 731 (select)
- Fiscal Year: 2006 (select)
- PO Category: VR1 (select) - This field is circled in red.
- DOC Reference Number: (empty)
- Contact Name: (empty)
- Send ALL items to eProcurement: ☐
- Pre-Encumbrance Number: (empty)

At the bottom of the form, it says "GillBuyer, Sandra last visit 6/5/2006 2:13 PM; eVA Node6" and "© 1996 - 2003 Arise Inc."

- At the “Add Title” Screen, click on

Choose Value for PO Category

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#) [Screen Details](#)

Field: Name

Name	Description	Action
E01	Emergency	<input type="button" value="Select"/>
E02	Emergency - Exempt	<input type="button" value="Select"/>
P01	Proprietary	<input type="button" value="Select"/>
P02	Proprietary - Exempt	<input type="button" value="Select"/>
R01	Routine	<input type="button" value="Select"/>
R02	Routine - Exempt	<input type="button" value="Select"/>
S01	Sole Source	<input type="button" value="Select"/>
S02	Sole Source - Exempt	<input type="button" value="Select"/>
VE1	Technology - Emergency	<input type="button" value="Select"/>
VE2	Technology - Emergency - Exempt	<input type="button" value="Select"/>
VP1	Technology - Proprietary	<input type="button" value="Select"/>
VP2	Technology - Proprietary - Exempt	<input type="button" value="Select"/>
VR1	Technology - Routine	<input type="button" value="Select"/>
VR2	Technology - Routine - Exempt	<input type="button" value="Select"/>

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Ray, Larry A136VITA last visit 6/8/2006 9:20 AM. eVA Node5

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- Select the appropriate “Vxx” PO Category. This will only insert VITA approval if the transaction is above the agencies delegated procurement authority (\$50,000) for IT Goods and Services. However, the code must be entered for all IT Goods and Services as defined by item 1 above.

VE1	Technology - Emergency
VE2	Technology - Emergency - Exempt
VP1	Technology - Proprietary
VP2	Technology - Proprietary - Exempt
VR1	Technology - Routine
VR2	Technology - Routine - Exempt
VS1	Technology - Sole Source
VS2	Technology - Sole Source - Exempt